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Job details

Job 1 of 1

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All materials submitted will be evaluated. Only the most qualified individuals will be invited to participate in an interview.

Desirable Qualifications

- Completion of 12 semester or 18 quarter units of accounting including a course in advanced accounting, cost accounting, governmental accounting, auditing, or accounting information systems in an accredited college or university.
- Experience navigating the eCAPS system.

Duties

- Reviews capital asset equipment acquisition documents and enters data in eCAPS Capital Asset System;
- Contacts departmental staff to obtain documents;
- Serves as a clerical assistant to higher level Accountants, performing duties such as scanning and archiving supporting documents.

Vacancy Information This vacancy is headquartered at the Hall of Administration located at 500 W. Temple Street in Downtown Los Angeles.

Available Shift Day

Contact Name Daniel Ramirez

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Job Field Clerical

Job Type Administrative Support

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